

Washington County

Job Description



Title:	Recording Specialist	Code:	
Division:	Recording	Effective Date:	07/08
Department:	County Recorder	Last Revised:	
Career Serv:	Yes	FLSA:	Yes

GENERAL PURPOSE

Performs a variety of **entry level complex and technical clerical duties** designed to expedite the processing, recording, abstracting, archiving, and retrieval of legal documents recorded with the Washington County Recorder.

SUPERVISION RECEIVED

Works under the general supervision of the County Recorder or Recording Supervisor

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Provides ongoing, daily customer support. Assists the public in making searches for conveyances, mortgages and other instruments affecting the title to any property. Produces copies of official documents as requested; processes requests related to recording of legal documents, verifies information, date stamps, assigns recording numbers and indexing codes; operates computer for entry and retrieval of data related to recordings of deeds, mortgages, liens, judgments, leases, mining claims, UCC financing statements, defaults, assignments, satisfactions, etc. Updates permanent indexes according to established procedures, assures accuracy of completed entries; verifies index entries, corrects indexing errors and notifies customers as needed.

Collects and receipts fees; conducts daily cash drawer balancing of daily receipts; processes standard forms for verification of balance and deposits receipts and revenue.

Processes documents received via mail, electronically, and over the office counter. Time records, and dates said documents. Performs data entry and indexing for the documents according to established procedures. Abstracts legal descriptions into various books and computer records according to the property description. Utilizes interactive internet resources (GeoCortex) along with mylar ownership maps to view and print maps.

Updates and maintains property ownership addresses.

Performs document archiving processes; organizes, microfilms, proofs, scans, disposes of and stores documents according to established guidelines.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school with course work in general office practices and procedures;
AND
- B. Two (2) years of experience providing clerical support in an office setting;
OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of interpersonal communication skills; the operation of a personal computer or mainframe terminal; various program applications such as word processing, etc.

Some Skill in using typical types of office equipment and computer applications.

Ability to Work independently; operate standard office machinery including computer, typewriter, copy machine, and adding machine; communicate effectively verbally and in writing, work quickly and accurately; develop effective working relationships with elected officials, professionals, the public, and fellow employees; perform work in a typical office environment.

3. Special Qualifications:

Must be able to type accurately.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.